

## RECORDS RETENTION AND DISPOSAL SCHEDULE

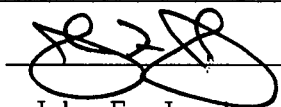
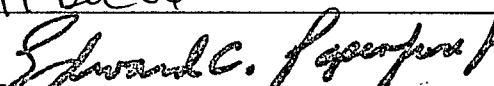
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| Agency<br>City of Salisbury |  | Division/Unit<br>Public Works - City Zoo |
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| ITEM NO. | DESCRIPTION  | RETENTION   |
|----------|--|---|
| 1.       | General Correspondence.<br>—Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the office.   | Screen annually.<br>Destroy material having no further legal, administrative, fiscal or operational value.<br>Retain permanently any material that serves to document the origin, development and accomplishments of the department.<br>Transfer periodically to the Maryland State Archives. |
| 2.       | Zoo Commission.<br>—Meeting minutes transcribed and approved by the body.  | Permanent. Transfer periodically to the Maryland State Archives.  |
| 3.       | Personnel Records.<br>—Sick leave & vacation files, City property, termination checklist, application, personnel action/payroll form, performance appraisal, email, correspondence, job description, health history.<br><br>(Originals to Human Resources) | Retain 1 year, then destroy.  |
| 4.       | Grants.<br>---Open space, block, summary of costs, correspondence, copies of invoices, financial status reports, request for funds, final request for reimbursement, etc.<br><br>(Originals to Grants/Special Projects)                                    | Retain 1 year, then destroy.  |

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| APPROVED BY DEPARTMENT REPRESENTATIVE<br>DATE <u>01 AUG 06</u><br>SIGNATURE <br>TYPE NAME <u>John F. Jacobs</u><br>TITLE <u>Director</u> | SCHEDULE AUTHORIZED BY<br>STATE ARCHIVIST<br>DATE <u>11 Dec 06</u><br>SIGNATURE  |
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